



## Board Meeting Minutes

**Date & Time:** Thursday, December 17, 2020 at 6:30 PM

**Location:**

*Zoom Virtual Meeting*

<https://zoom.us/j/93894143318?pwd=RnITMTB2L0hHamN2MWJSekJTSEJSZz09>

**Phone:** +1 929 205 6099

**Meeting ID:** 938 9414 3318

**Password:** 107590

- I. Call to Order/Welcome (Stephen Wilson) at 6:38 p.m.
- II. **Motion:** *Approve Previous Board Meeting Minutes:* 1<sup>st</sup> motion to accept minutes as read by Beckye Barnes, 2<sup>nd</sup> motion by Jodi Zeis.
- III. Board Member Attendance Roll Call (Michelle Crane)

Stephen Wilson - present  
Michelle Crane - present  
Beckye Barnes - present  
Jonathan Pace – present  
Jodi Zeis - present  
Julie Johnson - present

Demetria Pollard - present  
Sara Jane Arnett - present  
Chad Davis – joined at 6:44 p.m.

Others in attendance:

Melissa Rabon – Executive Director, PACE Academy

Traci Bryant-Riches – Project Consultant

Dr. Melanie Vaughn – Academic Director, PACE Academy

- IV. Public Comment Section – NO PUBLIC COMMENT  
The official meeting of PACE Academy Board of Directors is, by law, a public meeting. The Board values community input. To protect the integrity of the meeting agenda, public dialogue will be restricted to the *Public Comment* section of the agenda or as directed by the Board Chairman. Policy is as follows:
  - a. Each speaker has 3 minutes to speak
  - b. Speakers may not address an individual board member directly



- c. Speakers may not ask questions of the Board
  - d. Board members may not engage speakers in discussion
  - e. Disruptive/abusive language or behavior is not permitted
- V. Project Updates (Traci Bryant-Riches & Melissa Rabon)
- a. School Enrollment – 156 students have returned full documentation; 9 seats are pending documentation; 3 seats available to fill ( 1 in 3<sup>rd</sup> grade; 2 in 7<sup>th</sup> grade), 5 seats available in 2<sup>nd</sup> grade
    - i. Still awaiting for final confirmation of addition of one 5<sup>th</sup> grade class and a 2<sup>nd</sup> grade class from the SC Public Charter School District
    - ii. Beckye Barnes asked Melissa how many students she expects to maintain on a waiting list. Melissa stated that the Charter School District suggests that there is an average 10% loss of students at the beginning of each year and recommends 10% maintained on the waiting list. She stated her goal was to maintain 16 on the waiting list.
    - iii. Melissa plans more intense marketing to begin in January.
  - b. Building Design & Demolition –
    - i. Melissa presented the proposed design for the school front
    - ii. Asbestos Abatement has begun. No unauthorized people are allowed on site
  - c. Hiring Update –
    - i. Dr. Melanie Vaughn started December 14 as the Academic Director
    - ii. Dr. Shanta Chester declined the offer of the Lead Instructional Coach Position in order to pursue a position in Administration as an Assistant Principal
    - iii. Share the advertisement of teaching positions on social media.
    - iv. Hope to have half staff filled by first of 2021.
  - d. Finances
    - i. Internal Controls Policies – policy presented and reviewed
    - ii. No objections to policy
    - iii. Financial Report from McKay Kiddy presented
    - iv. The State Dept is currently holding all reimbursements until January 1 when the next school fiscal year would start
  - e. Swag Shop Link
    - i. Swag is now available for purchase.
    - ii. Link shared in social media.



- iii. Discount is being offered until December 24.
    - iv. Profit will go into the teacher incentives kitty.
  - f. Savings Account has been opened. Currently holds \$6115 that was collected from the sales of goods and materials leftover and salvaged from the building prior to demolition
  - g. Waiting to hear from Wayne Sheridan about the conversation with Contract and LPS about the concrete base on the playground side of the building.
    - i. Concrete will need to be removed in order to anchor and secure playground equipment.
  - h. Stephen Wilson is researching an electronic payment program that will be used for handling monetary transactions in the school.
  - i. Traci and Melissa were able to shop at a closeout store for a large amount of school supplies. They saved significant amounts of money and are in talks with the owners about getting on a list to do purchases of pallets of merchandise.
  - j. Melissa shared that she has been attending Boot Camp for Charter School with the Charter School District.
    - i. She was asked to share her experience with enrollment and recruitment of students. Charter School District was very complementary to PACE and Sumter STEM on their success in locating and enrolling students.
  - k. Melissa has created an Amazon Wish List that can be shared.
- VI. Julie and Beckye made suggestions regarding Boy Scout, Girl Scout projects to become involved in. These programs provide services and financial supports. They suggested reaching out to Amazon and BCBS for excess good donations and financial supports.

VII. *Executive Session – No Items for Executive Session*

Executive sessions allow the Board of Directors to discuss sensitive matters while maintaining confidentiality when necessary. Items that may be discussed in Executive Session are as follows: Employment, Appointment, Compensation, Promotion, Demotion, Discipline or Release of an Employee, Contractual Agreements. While the Board Chairman may brief board members absent from Executive Session, no other board members may report or discuss Executive



Session items with anyone not in attendance of the session as all items are deemed confidential.

VIII. Next Meeting scheduled for January 21, 2020 at 6:30 PM.

IX. Close Meeting

**Motion:** *Adjourn Meeting* 1<sup>st</sup> motion to adjourn by Stephen Wilson at 7:28; 2<sup>nd</sup> motion by Jodi Zeis.

*Meeting Minutes taken by Michelle Crane, Board Secretary*